

March 9, 2006

To All Interested Parties:

## REQUEST FOR PROPOSALS (RFP) DE-RP05-05OR23206

You are invited to submit a proposal in accordance with the requirements of this Request for Proposal (RFP) DE-RP05-05OR23206 for Information and Personnel Security Administrative Support Services for the Department of Energy (DOE) Oak Ridge Office (ORO) and Personnel Security Administrative Support Services for the National Nuclear Security Agency (NNSA) Y-12 Site Office (YSO). The DOE (ORO and NNSA/YSO) has identified the need to procure Information and Personnel Administrative Support Services for its multiple offices in Oak Ridge, Tennessee. Services to be provided include general administrative support, information processing services, security clearance support, records management services, and other administrative functions in support of Information and Personnel Security.

Your proposal (Volumes I, II, and III) must be received by the undersigned not later than 4:00 p.m., local prevailing time, April 10, 2006, through the Industry Interactive Procurement System (IIPS). In addition, hard copies must be received at the same time in accordance with the instructions contained in Section L entitled, "ORO L136 Instructions for Proposal Preparation (JUL 2001) (Modified)." The provisions of the clause in Section L entitled, "52.215-1 Instructions to Offerors - Competitive Acquisition," will apply to late proposals.

This RFP does not commit the Government to pay any cost for the preparation and submission of proposals. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

In addition to the IIPS electronic and hard copy submissions of the proposal, offerors must submit Read/Writeable CDs in Excel Format for the Price Schedules and Exhibits A through D which are included in Volume III, Price Proposal. Offerors should allow 90 calendar days from the date of their proposal for acceptance thereof by the Government. Award is expected to be made without discussions; therefore, initial proposals should contain the best offer in terms of price and technical ability.

The contract will have a period of performance not to exceed five years consisting of a one-year base period and four one-year option periods. It is anticipated that two time and materials support services contracts (awarded to one contractor) will result from this solicitation. Except for Sections A through C, the contracts will be identical.

Please completely and thoroughly read this solicitation. Complete and return the Intention to Propose form in Section L at the earliest possible time.

All requests for explanation or interpretation of any part of this RFP shall be submitted in writing to the Contract Specialist. In order to allow adequate time for all prospective offerors to review the questions and answers before the submission of their offers, your written questions must be received by the Contract Specialist within 14 days of this solicitation. All questions should be submitted in writing to the Contract Specialist at [collinsro@oro.doe.gov](mailto:collinsro@oro.doe.gov) and answers will be posted in IIPS system. All amendments to this solicitation will be posted on the IIPS system. A website will be maintained specific to this procurement, but this site is for informational purposes only and **is not** to be considered the “official” method of correspondence for any issues associated with this Request for Proposals. The website address is:

<http://www.oakridge.doe.gov/ips%5Fseb/>.

It will be the responsibility of the offeror to routinely examine the IIPS system for any amendments that may be issued. The offeror is encouraged to register for this procurement through IIPS and all amendments and messages will be sent to them directly through the system. The Government reserves the right not to respond to questions submitted after the established deadline, and not to respond to questions submitted by telephone or in person at any time.

All communications concerning this RFP should cite the RFP number and be directed in writing to the attention of the Contract Specialist. Only written changes to the solicitation in the form of an amendment will effect a change in a requirement.

**NOTE:** This procurement was initiated in FY 2005 and will be completed and awarded in FY 2006. Since the initial RFP number was first established and entered into the IIPS system in FY 05, the IIPS system will continue to reflect and track this procurement under the “05” number. Although there are references to an “06” RFP number on the physical pages of the document itself, consider those numbers synonymous. It only matters that you stay within the bounds of the IIPS System for the proposal process. The hardcopies that are to accompany your IIPS proposal can bear either the “05” or “06” fiscal year designator and will be accepted under either number.

Please be advised that this notification is a summary of the salient elements of the acquisition. It is not an integral part of the RFP. In the event of a conflict between this letter and the RFP, the RFP will prevail.

Sincerely,

(Original signed by Robert O. Collins)

Robert O. Collins  
Contract Specialist  
Contracts and Property Management Branch  
Procurement and Contracts Division